

DSR College of Education (B.Ed. & M.Ed.)

Meeting Minutes -Principal with HoDs.
Academic Year 2022-23

Date: 15/06/2022

Meeting Notice

To:

All Heads of Departments (HoDs)

From:

Principal, DSR College of Education

Subject: *Notice of HoD Meeting*



All Heads of Departments are hereby informed that a meeting with the Principal is scheduled as per the details below:

Date: 17/06/2022

Time: 11 A.M.

Venue: Principal's Office

Chairperson: Principal

Agenda:

1. Review of Academic Progress and Syllabus Completion
2. Planning for Internship and Practicum Activities
3. NAAC/IQAC Documentation and Criteria Progress
4. Feedback from Students and Remedial Strategies
5. Discussion on Upcoming Workshops/Seminars
6. Any other matter with the permission of the chair

Your presence is mandatory and punctuality is expected. Kindly come prepared with relevant departmental updates.

For any clarifications, contact the undersigned.

Principal

Dr. Syed Azaz Ali

Principal

**Sufa Educational & Welfare Society's
DSR College of Education,
Aurangabad**

Meeting Report: Principal's Meeting with Heads of Departments (HoDs)

Institution: DSR College of Education

Date: 17/06/2022

Time: 11 a.m.

Venue: Principal's Office

- HoD, Philosophy -Dr. Syeda Qudsia
- HoD, Psychology -Dr. Kaiser Jahan
- HoD, Administration -Dr. Shaikh Mohammadi
- Principal- Dr. Syed Azaz Ali



Agenda:

1. Academic Planning and Curriculum Coverage
2. Review of Internship and Practicum Progress
3. Student Performance and Remedial Measures
4. Infrastructure and Resource Requirements
5. NAAC/IQAC Documentation and Compliance
6. Planning for Workshops, Seminars, and Guest Lectures
7. Feedback Review and Action Plan

Meeting Highlights:

- **Welcome Address:** The Principal welcomed all the HoDs and emphasized the importance of collaborative efforts for quality enhancement in teacher education.
- **Academic Review:** Each HoD presented a brief report on syllabus completion and class engagement. The principal stressed the need for innovative and inclusive teaching methods.
- **Internship Updates:** Discussion was held on the progress of B.Ed. internships, school collaborations, and maintaining reflective journals by students.
- **Student Feedback:** Feedback received from students was discussed. Action points were noted for areas requiring improvement.
- **Upcoming Activities:** A calendar of academic and co-curricular activities was reviewed and finalized.
- **Documentation:** The Principal reminded HoDs to update all documentation related to IQAC and NAAC.
- **Conclusion:** The meeting concluded with a collective agreement on strengthening mentoring, enhancing academic rigor, and supporting faculty capacity-building.

Action Points:

S. No	Item	Responsibility
1	Submit syllabus progress report	All HoDs
2	Organize student remedial classes	Subject Teachers
3	Plan guest lectures for Semester II	Academic Coordinator
4	Update NAAC files	Documentation In-charge


Principal
Principal
Sufa Educational & Welfare Society's
DSR College of Education,
Aurangabad